

## **MDE – HED Announcement and Information LISTSERV**

A new MDE-HED Announcement and Information LISTSERV is now available to distribute general Education of Homeless Children and Youth Program announcements.

The Education of Homeless Children and Youth Program will use the MDE-HED LISTSERV to expand communication to administrators, building principals, teachers, parents, and community members – virtually any interested party who would like to receive current Education of Homeless Children and Youth Program information.

To join the LISTSERV, all that one must do is:

- 1.) Send an email message to [LISTSERV@LISTSERV.MICHIGAN.GOV](mailto:LISTSERV@LISTSERV.MICHIGAN.GOV)
- 2.) In the subject field, type SUB MDE-HED. Please note the space between SUB and MDE-HED
- 3.) In the message body, type SUBSCRIBE MDE-HED Your Name  
Be sure to type **Your Actual Name** in the above line with your name.  
For example, SUBSCRIBE MDE-HED John Doe.  
Send E-mail.

You should receive an email from LISTSERV asking you to reply to the message to complete your subscription. The purpose of this email is to confirm your request to be added to the list. You will then receive a second email notifying you that you have been added to the MDE-HED LISTSERV that will also include information on how to use the LISTSERV service. You may unsubscribe from the list at any time by sending a "SIGNOFF MDE-HED" command to [LISTSERV@LISTSERV.MICHIGAN.GOV](mailto:LISTSERV@LISTSERV.MICHIGAN.GOV).

Please pass along this information to colleagues that may be interested in joining the list. If you have any difficulty in subscribing, please send an email to [marshh@michigan.gov](mailto:marshh@michigan.gov).